



# *City of Fayetteville*

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[www.fayetteville-ga.gov](http://www.fayetteville-ga.gov)



MAYOR  
Edward Johnson

COUNCIL  
Scott Stacy, Mayor  
Pro Tem  
Kathleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

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August 23, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: August 15<sup>th</sup> through August 21<sup>st</sup>

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## **CITY ADMINISTRATION**

- Attended a meeting with the Finance & Administrative Services Department on Monday, August 15<sup>th</sup> to discuss some of the recent changes within the department and within the City.
- Completed the Meals on Wheels route with Assistant City Manager Alan Jones on Monday, August 15<sup>th</sup>.
- Held a meeting with City Clerk Anne Barksdale and Deputy City Clerk Valerie Glass on Monday, August 15<sup>th</sup>.
- Attended a meeting regarding City Cloud Services on Monday, August 15<sup>th</sup>. The meeting was led by IT Director Kelvin Joiner.
- Held a meeting with Purchasing Agent Danielle Ballard on Monday, August 15<sup>th</sup>.
- Attended a Special Called Meeting of the City Council on Monday, August 15<sup>th</sup>.
- Attended a breakfast meeting on Tuesday, August 16<sup>th</sup> with Mayor Ed Johnson and Piedmont Fayette Hospital CEO Michael Burnett, COO Nathan Nipper, and CFO Scott Wolfe.
- Attended a project kick-off meeting for the Water and Sewer Department design development process for plant upgrades with Goodwin Mills and Cawood, Incorporated. Also in attendance were Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, Public Services Director Chris Hindman, and Water and Sewer Manager Doug Gonsalves.
- Dealt with matters at the Police Department throughout the week and completed the necessary paperwork and investigation regarding a personnel matter on Tuesday, August 16<sup>th</sup>.
- Attended Development Authority training at FCDA on Wednesday, August 17<sup>th</sup>. The training was put on by Carl Vinson Institute of Government (CVIOG). Mayor Ed Johnson, and Economic Development Director Brian Wismer also attended the one-day training.

- Attended an organizational meeting at the Police Department on Thursday, August 18<sup>th</sup> at 8:00 am.
- Held a meeting with Promaker's Len Gough on Thursday, August 18<sup>th</sup> to discuss various projects in the downtown area.
- Held a meeting with the leadership team of Heritage Bank on Thursday, August 18<sup>th</sup> to discuss many of the projects underway and proposed within the City.
- Attended a Veterans Day Dinner Committee meeting on Thursday, August 18<sup>th</sup>. The meeting was led by Larry Dell.
- Attended the Regularly Scheduled City Council Meeting on Thursday, August 18<sup>th</sup>.
- Held a meeting with Architect Danny England on Friday, August 19<sup>th</sup> to discuss a mixed-use development in the downtown.
- Held a meeting with Michael Mumper on Friday, August 19<sup>th</sup> to discuss the October e-newsletter. It was determined at the meeting that there would not be a September e-newsletter. Also attending the meeting was IT Director Kelvin Joiner.
- Held a meeting with Tammy Morris of the University of West Georgia on Friday, August 19<sup>th</sup>. Ms. Morris provided some great information regarding the Public Information Specialist position to be posted in the near future.
- Attended a conference call with health insurance brokers EPIC on Friday, August 19<sup>th</sup> to discuss the City's Wellness Program.
- Attended a kick-off meeting with Global Web Advisors on Friday, August 19<sup>th</sup> to discuss the City's new website and rebranding project. Also in attendance were IT Director Kelvin Joiner, IT/GIS Specialist Jonas Lydon, and Economic Development Director Brian Wismer.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- New Software
  - Utility Management Training (Parallel Week).
    - Conversion Review
      - Sub-ledgers are in balance.
      - AMR testing with radio reads was completed with Neptune representatives on-site.
- Purchasing Agent worked on the Cleaning Services RFP.
  - RFP will be published on Wednesday, August 24<sup>th</sup> and Due back on September 21<sup>st</sup> with a mandatory site visit, September 9<sup>th</sup> at 10:00 am.
- Audit preparation
  - Received PBC letter from the Auditors.
    - Duties have been delegated to the Accounting Supervisor and Accountant.

### **Accounts Payable**

- Keyed payment data for 67 invoices and processed payments to 52 vendors.
- Prepared 52 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

## **Occupational Tax**

- Received twelve (12) new business applications
- Issued three (3) new business licenses
- Collected \$1,833.32 for 2015 delinquent and new licenses
- Collected \$0 from the Hotel/Motel Tax
- Collected \$0 from the Alcohol Beverage Sales
- Collected \$162.15 from the Beer, Wine & Liquor Tax
- Entered payments into the A/S 400 System
- Submitted the financial post, edit and balance reports

## **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$14,328.76 in Sanitation and Stormwater revenues
- Billed out for 2010 customers
- Received \$50,221.29 in Water and Sewer revenues
- Pilot Program – Delinquent Accounts Callout
  - Cut off report generated for cycle 7 on 08/17/16 produced 70 delinquent accounts.
  - Out of the 70 accounts, 43 were called and 23 received a tag through mail due to bad or no phone number.
  - Account Clerks received no calls from these customers.

## **Human Resource**

- Personnel Issues
  - Disciplinary Committee Meeting
  - Exit interviews: 2 conducted
- Employment Opportunities
  - Fire Fighter: Opened 5/2/2016 – until filled
  - Police Officer: Opened 8/9/2016 – 9/5/2016
  - Administrative Assistant: Opened internally 8/18/2016 – 8/25/2016
  - Waste Water Treatment Plant Operator: 8/19/2016 – 10/20/2016
- Resumes Submitted: 8
  - Fire Fighter: 2
  - Police: 6
- Background check for new hire was completed.
- Completed New World software conversion data corrections.
- Completed an ORR for 2015 salaries.
- Participated in a wellness conference call by EPIC that was titled “Immunity Boost.”
- Held a wellness subcommittee meeting with EPIC for redesign of Wellness Program.

## **Court**

- # of citations received: **154**
- # of warrants issued (FTA & VOP): **2**
- # of citations (FTA) sent to DDS: **4**
- # of scheduled arraignment cases: **50**
- # of scheduled trial cases: **17**
- Total amount collected for the week: **\$11,898.00**

## **INFORMATION TECHNOLOGY**

### **GIS Projects**

- Updated online maps for Zoning, Water Jurisdiction, FLU and Main Street.
- Updated Boundary Map for the Police Department.
- Created and attached map for planning and zoning staff recommendations.
  - Highlighted parcel for review by staff.

### **Technology Projects**

- Converting Payroll Data
  - Working with Barbara Dudley on payroll data.
  - Correcting errors from validation.
- Converting AP History
  - Writing scripts to build history data
- Worked with New World on the E-Suite Server
  - Added to City firewall to allow secure access from the Internet.
- Working on new computers for Planning and Zoning department.
- Working on rebranding project
  - Met with vendor to discuss website layouts and long term vision.
- Working with New World Finance System configurations.

### **Police Technology Projects**

- Archived 1 month of ICOP videos to storage.
- Downloaded 9 ICOP drives.
- Downloaded video from 24 body cameras.
- Archived body camera video to cloud storage.
- Conducted maintenance on the cloud storage server.
- Reloaded Dell GX520 Desktop.

### **Open Records Request**

- DVD Request of traffic stops and investigations: **9**

### **Web Site Visits for the Week**

- Total pages viewed: **13,021**
- Total unique pages viewed: **9,773** (Excludes Repeated Pages viewed)
- Average time spent on each page: **53 Seconds**
- Top 10 City Web Pages

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,227	17.10%
2.	Jobs	737	5.66%
3.	Events	706	5.42%
4.	Police	370	2.84%
5.	Search Results	356	2.73%
6.	Events Calendar	350	2.69%
7.	Government	348	2.67%
8.	On-Line Payment	346	2.66%

9.	Residents	314	2.41%
10.	I Want To:	309	2.37%

### **Facebook Insights**

- Total Page Likes (Fans) 5,807
- Total Reached 3926
- People Engaged 724
- Fans
  - Women **77%**
  - Men **23%**

## **ECONOMIC DEVELOPMENT**

### **Economic Development**

- Visited headquarters of Coweta-Fayette EMC in Palmetto to hear a presentation of services offered to municipalities to support local Economic Development efforts.
- Kick-off meeting with Global Web Advisors to discuss concepts and goals for new City website.
- Staff met with potential developer of 155 Grady Avenue (located at the roundabout) to discuss a possible mixed-use development. Project scope included 9,000 sq. ft. of retail and up to six residential units above, accessible from the rear.
- Staff met with potential master developer of the Williams property in the West Fayetteville area. Interested in developing high-quality single-family and mixed-use project. Possible partnership with the Sams School is being discussed for the site as well.
- Assisting local business owner of Scoops with finding a purchaser of the business. We've spoken with multiple potential entrepreneurs and investors in this process.
- Attended the Southern Ground facility tour, which will be offered to the public beginning next year. Although in PTC, it will add to the tourist offerings we can promote in our community.
- Conducted negotiations with Legacy Media (The Bear FM) on the details of the advertising agreement. This will be brought to Council next week.

### **Main Street**

- Held monthly Main Street meeting on Thursday, August 18<sup>th</sup>.
- Moovie Night and Market Day (Aug 19-20) events were both cancelled due to inclement weather. Market Day is rescheduled for this Saturday 27<sup>th</sup>. Moovie Night has not been rescheduled at this time.
- Held Promotions Committee meeting to plan details of Fayette Idol event, scheduled for September 24<sup>th</sup>.

### **DDA**

- Held monthly DDA meeting on Wednesday 17<sup>th</sup>.
- Attended Development Authority basic training class, taught by the Carl Vinson Institute, only Wednesday 17<sup>th</sup>.

## **COMMUNITY DEVELOPMENT**

### **Planning & Zoning**

- Handled multiple customer/public inquiries for zoning uses.
- Continued Fayette Ventures annexation arbitration preparation.
- Three pre-application meetings (only one had conceptual plans, the others were more preliminary).
- Completed one zoning verification letter request (full blown).
- Reviewed three sign permit applications.
- Continued work on SPLOST document.
- Preparation for the August 23<sup>rd</sup> Planning and Zoning Commission meeting.

### **Building**

- Number of Building Inspections Performed: **140**
- Number of Permits Issued: **29**
  - **5: Building**
    - Commercial Repair/Remodel: **0**
    - Commercial New: **1**
    - Residential Repair/Remodel: **2**
    - Residential New: **2**
  - **0: Demolition**
  - **6: Mechanical**
  - **2: Utility Restoration**
  - **0: Foundation Only**
  - **3: Electrical**
  - **8: Plumbing**
  - **0: Land Disturbance**
  - **0: Fence**
  - **5: Low Voltage**
  - **0: Construction Trailer**
- Plans Received: **0**
  - Commercial Repair/Remodel: **0**
  - Commercial New: **0**
  - Residential Repair/Remodel: **0**
  - Residential New: **0**

### **Code Enforcement**

- Total Inspections: **39**
  - Proactive: **29**
  - Complaint: **10**
- Verbal Warnings: **3**
- Written Warnings: **0**
- Notice of Violations: **1**
- Stop Work Orders: **1**
- Citations Issued: **0**

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
  - Highway 54 West
  - Tiger Trail
  - Fountain Area
  - Depot
  - Veterans Parkway
  - Church Street Park
  - New Hope Road
  - Amphitheater
  - Gazebo Area
  - Highway 85 South
  - City Hall
  - Patriot Park
  - Grady Avenue
  - Beauregard Boulevard
- Refreshed mulch at Church Street Park for the play area.
- Performed maintenance at City Hall.
- Installed a new sign in the Argonne Forest subdivision.

### **Sewage Department**

- Average daily flow treated is 2.130 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.

### **Water Department**

- Average daily flow of 1.575 of system demand.
- Repaired 5 water leaks.
- Repaired 2 water main breaks.
- Installed 1 new meter.
- Performed landscaping at 2 locations.
- Flushed hydrants at 2 locations.

### **Utility Locates**

- Located the water and sewer for 34 utility locate tickets.

## **POLICE DEPARTMENT**

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Accident/injuries:** Patrol units responded to the area of Waffle House North in reference to a vehicle striking a telephone pole. The driver was unresponsive and FVPD used an ASP baton to break the window to remove the driver for medical treatment.
- **Stolen Tag:** Patrol units responded to the area of Hillsdale Drive in reference to a stolen tag. The vehicle was parked on the roadway. A dealer tag was stolen from the vehicle. The tag was entered on GCIC.
- **Accident/injuries:** Patrol units responded to the area of Jimmie Mayfield Boulevard in reference to a single vehicle accident. FVPD arrived and located a female driver extremely bloody. She claimed her boyfriend was also in the vehicle and caused the accident and her injuries. The boyfriend arrived on scene and gave a conflicting story of the accident. FVPD will continue to investigate the accident. Warrants may be pending.
- Numerous arrest for traffic offenses (2), DUI (5)
- Several Arrest for shoplifting (3)
- 4 Wanted persons located
- Several arrest for offenses not listed above (4)

### **Training Division**

- Registered six officers for training classes at various locations.
- Attended meeting at Piedmont Fayette Hospital for their planned surge training.

### **Community Events**

- Officers were scheduled to attend Market Day before the event was cancelled.

### **Criminal Investigations**

- Investigations assigned **11** cases this week.
- Investigations cleared **19** cases this week.
- **0** Call outs for investigators this week.
- **0** Call outs for CID Supervisor's this week
- **0** Call outs for crime scene investigators this week.
- Warrant audit completed, 11 felony warrants and 9 misdemeanor warrants were out of date and removed from GCIC.
- The front office answered 174 phone calls, handled 69 walk-ins, referred 14 accident reports and 9 incident reports processed 27 alcohol IDs and 2 impound releases, ran 5 backgrounds, 18 tags and 20 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- **Incidents:** Units responded to 63 emergency calls for service during the week. Two of the significant alarms for the week are as follows:
  - On August 15<sup>th</sup>, Fayetteville Truck 9 and Battalion 9 responded to 738 South Jeff Davis Drive on automatic aid to Fayette County for a reported outbuilding/shed that



was on fire. Fayetteville units assisted Fayette County units with the extinguishment of the 12'x 16' detached building.

- On August 19<sup>th</sup>, Fayetteville fire units were dispatched to a reported apartment fire at Weatherly Walk Apartments. Units arrived to find smoke visible at the front of the two-story building with a basement. Crews found the fire in unit 904 and completed extinguishment with a 1 3/4" hose line on fire attack. Crews checked adjacent units for fire extension and smoke. The fire damage was limited to the unit of origin. Fayette County Engine 4 responded on automatic aid. A Medic unit was requested to the scene for rehab of personnel. Crews completed several fire watches throughout the day to ensure the fire did not rekindle.

➤ Projects/Training:

- The August 15<sup>th</sup> volunteer meeting was held at Station 91
- Attended a meeting to discuss cloud services
- Attended a meeting with GMC to discuss water/wastewater plant
- Attended PD staff meeting